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ONTARIO
DEPARTMENT OF EDUCATION

Annual Departmental Examinations

1913

Instructions to Presiding Officers and Candidates

TORONTO:


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1913

Ministry of Education, Ontario
Historical Collection

Printed by
WILLIAM BRIGGS
29-37 Richmond Street West
TORONTO

EXAMINATIONS

INSTRUCTIONS TO PRESIDING OFFICERS.

 Presiding Officers are requested to peruse carefully the following instructions and to see that they are fully carried out:—

1. Each Inspector, or such other person as may be appointed a Presiding Officer by the Minister, shall receive from the Department or the Inspector the examination papers, and shall thereupon be responsible for the safe-keeping of the bag and its contents until the examination is concluded.
2. On the receipt of the bag containing the question papers the Presiding Officer will see that *the seal is intact*. The bag can be opened by cutting the cord, and when opened, the names and numbers of the envelopes containing the question papers should be verified with the time-table and with the name lists. Should any question envelopes be missing, *telegraph the Department at once*.
3. The Presiding Officer will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.
4. The Presiding Officer shall, if there is sufficient accommodation and if sufficient papers have been received, admit candidates who, through some oversight, did not send their applications to the Inspector. The names of such candidates are to be entered in the Supplementary List (Form No. 181), specially provided, with such information as is required of the other candidates. This list and the required part of the fee, *with one dollar additional*, as provided, shall be sent by the Presiding Officer to the Department. The remainder of the fee shall be sent to the Board that bears the expense of the examination.
5. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are engaged in writing, and he *shall not give his attention to any work other than that which pertains to his duties as Presiding Officer*. He shall take all necessary care to *render it impossible for the instructions to candidates to be violated without his knowledge*. This instruction (5) is to be observed, *however small may be the number of candidates*.
6. In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall

be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

7. (a) The necessary stationery includes pens, blotting-paper, black ink of a uniform colour, the authorized examination books and squared paper and drawing paper from No. 2 blank drawing books. Each candidate will receive *one* examination-book or sheet of drawing paper, *one* sheet of squared paper (when necessary), and *one* answer-envelope at the *beginning of each examination period* and other books or sheets as required during said period. No paper other than those mentioned herein shall be distributed to the candidates, and no paper, examination-book or other book shall be brought into the room by any candidate. (The Presiding Officer's attention is called to the instructions as to the use of the examination-books on the first page thereof.)

(b) Special examination books for the use of candidates in Book-keeping have been prepared and may be obtained from the same firms that publish the ordinary examination books. A sufficient supply of these Book-keeping examination books shall be provided for the use of candidates writing on any examination in which book-keeping occurs as a subject.

8. (a) In order to facilitate the answering of questions on the papers in Mathematics which may require the drawing of graphs, candidates at such examinations shall be provided with sheets of squared paper.

(b) The Presiding Officer will hand out one sheet of squared paper with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care must be taken in accounting for all sheets distributed.

(c) The Presiding Officer will require each candidate to attach each sheet, as soon as received, to the top of one of the pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

9. *No person except the Presiding Officers and any necessary attendants shall be present with the candidates in any room at the examination; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. A Presiding Officer shall not have in his charge at one time more than twenty-five candidates. No conversation or other noise which might disturb the candidates shall be allowed in the vicinity of the examination room.*

10. The Presiding Officer shall, as indicated on the time-table, read to the candidates their duties, drawing attention to any feature of them that may require special care during the examination, and emphasizing the directions to the candidates as to the manner in which the slips are to be attached to the envelopes. **Great care should be taken in distributing the proper number and kind of envelopes** and examination-books and in accounting for such envelopes and examination-books as have been distributed. (Also see (3) (a), page 10.)

11. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination-room and in the presence of the candidates and other assistant Presiding Officers (if any), break the seal of the envelope containing the question-papers, and give them to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over, no examination papers other than those which the candidates receive shall be taken out of the room.

12. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer-papers immediately, duly fastened in the envelopes.

13. The Presiding Officer shall keep upon his desk the tally-list (check-list of candidates and subjects), and as each paper in any subject is handed in (and he should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure "I" opposite the name of the candidate. The Presiding Officer will enter the names of the candidates on the tally-list *in the same order as found on the official list of candidates* (From 44 or 44A). The names of extra candidates are to be added after the names of those on the official list. After the papers are handed to the Presiding Officer he shall not allow the answer-envelopes to be opened, and he shall be responsible for their safekeeping until transmitted to the Department. The answer-papers as well as the question-papers should be kept in a safe, or in a room with the windows fastened and doors securely locked by a cylinder lock.

14. Oral Reading is prescribed for each of the following examinations:—Senior High School Entrance, Senior Public School Graduation, Model Entrance, and the Lower School examination for entrance into the Normal Schools and Faculties of Education. The Presiding Officer is required to test the candidate's knowledge of the Principles by questions based on the passage or passages read as well as his ability to read intelligently and intelligibly. The maximum value to be assigned is 50 marks, which is to be apportioned as follows:—Reading 35; questions on the principles 15. The Form for reporting the marks assigned in Reading will be found in the envelope with the question-papers. The examination may be conducted at the times suggested on the time-table or at such other times as will cause the least inconvenience to the candidates. It is essential that the Inspector should nominate as Presiding Officers teachers who will be competent to conduct the examination in Oral Reading. In notifying them of their appointment the Inspector should bring to their attention the necessity of fully preparing themselves in advance for the proper conduct of the examination.

15. For special instructions regarding the examinations in Biology, etc., see the circular (Examination Form No. 52) which is forwarded to each Presiding Officer prior to the examination.

INSTRUCTIONS TO CANDIDATES.

(To be read to candidates as indicated on time-table.)

1. Each candidate shall satisfy the Presiding Officer as to his personal identity before the commencement of the first day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the Presiding Officer.

2. Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly-admitted candidate and other candidates.

3. A candidate shall not leave the room within *one hour* after the distribution of the examination papers in any subject; and, if he then leave, he shall not be permitted to return during the examination on such subject.

4. Every candidate shall conduct himself in strict accordance with the instructions. Should he violate the instructions to be found in sections 5 and 6 below, or on the first page of the examination-book; should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper, or anything from which he may derive assistance; should he talk, whisper, or make signs to another candidate; *should he leave his answers so exposed that any candidate may copy from him*; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled, and he will be debarred from presenting himself at any Departmental examinations for two years. Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned at once to leave the room; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

5. Every candidate shall write the name of the subject of examination very distinctly at the top of each page of his examination-book. If he write his name or any distinguishing mark on his examination-book, or if he tear any paper from his book, or if he insert in his book any matter not pertinent to the examination, or if he use any paper or book or ink other than that provided, his examination may be cancelled.

6. (a) The candidate shall write his answers and full solutions on the ruled sides of the leaves of his examination-book or books (if more than one be needed) ; he may use the unruled sides in preparing the answers in rough. He shall fold his examination-book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Candidates should see that their answers are placed in the proper envelopes. Scholarship candidates should designate their answers, and also the envelopes containing their answers, "Pass" or "Honour," according to the papers taken.

(b) Every candidate competing for a scholarship who also desires standing for Entrance into the Faculties of Education must write upon all the subjects of this Entrance course which are not included in his scholarship examination. He must place the answers in his scholarship subjects in the scholarship (red) envelopes, and the answers in the Entrance subjects in regular Entrance envelopes.

7. Candidates for the examination for Entrance into the Normal Schools or the Faculties of Education who take, in addition, Matriculation papers for the *purpose of Matriculation standing*, should place the answers to such extra papers in Matriculation envelopes, and the Presiding Officer shall enter their names (if this has not already been done) on the combined Middle School tally-list. If their names are not entered as Matriculation candidates on the official name list (Form 44) the additional Matriculation fee of \$3.00 should be collected from them. Such extra Matriculation answer-papers are to be forwarded to the Department along with the answers of the Middle School candidates.

8. Middle School Normal Entrance papers will not be considered for Matriculation purposes except in the case of a candidate who writes on the full Middle School examination and on the additional language papers necessary to complete his Matriculation.

9. Honour Matriculation papers, except in the cases of scholarship candidates, will not be accepted in lieu of the corresponding papers of the Upper School examination for Entrance into the Faculties of Education.

10. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

11. In case of the illness of any candidate affecting his examination, the Presiding Officer should report full particulars to the Department *immediately at the close of the examination*, and his report should be accompanied by a *medical certificate*, stating precisely the nature of the illness and the time and duration of its occurrence. Other occurrences interfering with a candidate's examination should be reported at the same time. Certificates received or circumstances reported after this date will not be considered by the Board of Examiners when determining the results of the examination.

(To be read to Candidates by the Principal previous to the examination.)

12. Candidates should see that they use the correct answer envelopes, as follows:—

(a) Senior High School Entrance and Senior Public School Graduation candidates use the white envelopes designated (in green ink) "Senior High School Entrance examination" and "Senior Public School Graduation examination" respectively.

(b) Lower School examination candidates use the manilla envelopes designated (in purple ink), "Lower School examination for Entrance into Normal Schools and Faculties of Education."

(c) Model School Entrance candidates use the manilla envelopes designated (in green ink), "Entrance into Model Schools."

(d) Normal School Entrance (Middle School) candidates use the manilla envelopes designated (in red ink), "Middle School examination for Entrance into the Normal Schools."

(e) Faculty Entrance candidates use the manilla envelopes designated (in black ink), "Examination for Entrance into the Faculties of Education."

(f) Pass (junior) Matriculants use the white envelopes designated (in red ink), "Junior Matriculation."

(g) Honour (senior) Matriculants use the white envelopes designated (in black ink) "Honour Matriculation."

(h) Scholarship candidates use the red envelopes designated "Matriculation examination (Scholarship)" for all their matriculation papers, whether pass or honour.

(i) Candidates for more than one of the above examinations will place their answers for the different examinations in the respective envelopes as indicated above.

13. Scholarship candidates who desire standing for Entrance into the Faculties of Education should not make application therefor until after the scholarship results are made known.

14. The Department does not furnish statements of the matriculation standing obtained by scholarship candidates, either for *pass* or *honours*.

15. As certificates for Entrance into the Normal Schools or into the Faculties of Education are accepted *pro tanto* for matriculation purposes, matriculation certificates covering the subjects included in the former certificates are not issued, except in the case of candidates who write on the full Middle School Normal Entrance examination, and on the additional language papers necessary to complete their Matriculation.

16. The answer-papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-chief in consultation with the section of Associate Examiners in charge of that subject. Every paper which is valued near the pass mark by an Associate Examiner is re-read by the chairman of the section.

After the results are made up from the marks thus assigned, the papers of all candidates for Model, Normal and Faculty Entrance examinations who fail by not more than a reasonable margin in any way are immediately re-read by the Examiners-in-chief. Candidates who still fail in this supplementary reading are sent statements of marks endorsed with the word "Re-read." No further appeal is allowed in such cases.

In addition to the precautions outlined above, the addition and transferring of marks is carefully checked on all answer-papers by a competent staff of clerks.

17. No appeal is allowed against scholarship awards.

In all other cases of failure where the statements of marks are not endorsed as "Re-read," an appeal is allowed if desired. In view of the precautions taken, however, an appeal on any of the Entrance examinations would seem to be useless.

18. Pupils making appeals must state where they wrote and the examination attempted. Principals sending in appeals in behalf of students should make *each appeal on a separate sheet of paper*. The fee is \$2, which is refunded if the appeal is sustained.

19. Any candidate who is prevented from attending the examination for which he applied may have his fee returned by applying to the School Board or other body that bears the expense of the examination for that part which it receives and to the Department for that part which it receives. Application should not be made until the results are announced.

20. Candidates who do not make application to write on an examination until after the date prescribed shall be charged \$1 extra.

MAKING REPORTS AND RETURNING ANSWERS TO THE DEPARTMENT.

1. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed, and he shall mention any facts regarding the examination that he deems expedient to have brought before the Boards of Examiners. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

2. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Forms provided (Exam. Form 21), showing the position occupied by each candidate and Assistant Presiding Officer during the examination. *Candidates shall not be permitted to change positions.*

3—(a) The Presiding Officer shall not arrange the answer-papers according to subjects, but shall arrange them so that all of the answers of each candidate for examination shall be sent together [except as specified in (b)] and in the order in which their names appear on the list of candidates for the examination. (Form 44 or 44A.) To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(b) Where a candidate takes papers belonging to different examinations, such papers are to be divided according to the examinations taken and each parcel sent with those of the other candidates for these examinations, except that (i) the Middle School Normal Entrance and the Pass Junior Matriculation papers of a candidate taking the two examinations should be placed in their respective envelopes and returned in one parcel and checked on the combined tally-list, and (ii) all the pass and honour matriculation answer-papers written by a *scholarship candidate* should be placed in red envelopes and returned in one parcel, and such papers should be checked upon the scholarship tally-list.

4. The prompt return of the answers to the Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination. All diagrams and reports (*except the tally-list*) should be forwarded to the Department *by post* on the respective days that the answers are forwarded. The tally-list of each examination must be returned in its respective bag with the candidates' answer-envelopes.

5. The answers of the candidates taking (a) the Lower School examination for Entrance into the Normal Schools and the Faculties of Education, (b) the examination for Entrance into the Model Schools, (c) the Senior High School Entrance examination, and (d) the Senior Public School Graduation examination, together with the corresponding tally-lists, shall be returned securely tied, at the close of these examinations, in one of the bags provided.

6. The answers of the candidates taking (a) one or both of the Middle School examinations for Entrance into the Normal Schools and for pass Junior Matriculation, (b) the Upper School examination for Entrance into the Faculties of Education, (c) the examination for Honour Matriculation, and (d) the examination for Scholarships, together with the corresponding tally-lists, shall be returned in separate parcels, securely tied, at the close of these examinations, in one of the bags provided.

7. (a) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag should be securely attached to the strap on each bag.

(b) All the express charges must be prepaid, and no commercial value should be placed upon the bags and contents.

(c) All surplus examination papers may be given at the close of the examinations to the Principal of the school.

(d) All surplus answer-envelopes and name slips should be returned to the Department in one of the bags containing candidates' answers.

EXPENSES OF THE EXAMINATION.

The Treasurer of the High School Board or of the Public School Board of the school where the examination is held shall pay, on the certificate of the Public School Inspector, all the expenses of the examination, which shall include the following:

1. For preparing the list of candidates the Inspector shall be entitled to the remuneration of \$2.00, provided that the number of the candidates writing does not exceed twenty. For each additional twenty candidates or fraction of that number the Inspector shall be entitled to an additional dollar. It is to be understood that the number of applications received, and not the examinations on which candidates write, will determine the amount paid for this service.

2. For conducting the examination each Presiding Officer and each Assistant Presiding Officer shall be entitled to \$5.00 a day and return railway fare or the ordinary cost of conveyance.

3. The incidental expenses of the examination, the cost of stationery, etc., and the payments for any additional services required during the examination.

GENERAL INFORMATION AND INSTRUCTIONS.

1. The examination fees are: Senior High School Entrance, \$5; Senior Public School Graduation, \$5; Lower School examination for Entrance into Normal Schools and Faculties of Education, \$3; Entrance into the Model Schools, \$5; Middle School examination for Entrance into the Normal Schools, \$5; Upper School examination for Entrance into the Faculties of Education, Part I. or Part II., each \$5, taken together \$8; if this examination be divided, as provided in the High School Regulations of 1911, page 57, Sec. 8 (2), \$3 for each part, three or four parts, \$8; Pass Junior Matriculation, \$8, not more than four papers, \$3, more than four papers, \$8; Honour or Scholarship Matriculation, not more than four papers, \$5, more than four papers, \$10. If the fees or the examination which a candidate desires to take amount to more than \$10, only \$10 will be required.

Attention is directed to the scale of fees to be paid by candidates. When the fee is \$10, \$8, \$6, \$5 or \$3 the amount to be sent to the Department is \$6, \$5, \$4, \$3 or \$2 respectively. The remainder of the fees received is to be forwarded to the School Board or other body that bears the expenses of the examination.

NOTE.—*The Inspector is requested to forward the fees due the Department per bank draft or money order. Cheques should not be forwarded.*

2. Applications will not be received by the Inspector after the prescribed day, and candidates are reminded that they should in no case forward their applications to the Department. If the candidates should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided there is the necessary accommodation, and that a sufficient number of question-papers has been forwarded. An additional fee of \$1 will be exacted by the Presiding Officer from a candidate who presents himself in this way.